## Instructions:

- 1. Download Form.xls from the Procnet website.
- 2. Enter the information in cells B1, B2, B3, B4, B5, B7 and the TextBox. Note" an asterisk indicates those fields which are mandatory.
- 3. Save the file using "Form" in the file name, for example "Form1.xls". If you do not use "Form", we won't see your question. Do Not create your own "Form.xls".
- 4. Attach the completed .xls file(s) to an email message. Yes, you can attach multiple .xls file to the email message.
- 5. Send an email using the specific subject line "GCV Feedback Question" with the attached .xls file(s) to DAMI\_GCV.conus.army.mil. If you don't use this specific subject line we won't see your question(s).